

## Mandated Training CGBI Report Guide

CGBI reports for MT-A contain PII and must be handled appropriately. Following are the steps for completing a report:

Headquarters Example: Commandant above the line staff:

1. Open CGBI home page at <http://cgbi.osc.uscg.mil/2.0/unit.cfm>
2. Type “mandated training” into the search box
3. Select “Mandated Training - Cat. A”
4. Click “Commandant (CG-00) in the chain of command listing
5. Highlight all subordinate command layers (using the shift key)
6. Press “Continue”
7. Highlight all “above the line” staffs, omitting LANTAREA, PACAREA, DCO, and DCMS.
8. Press “Continue”
9. Press “Finish”
10. On the next screen, highlight Active, Reserve, and Civilian. Click Next.
11. On the next screen, highlight all applicable “salary plans”. Click Next.
12. On the next screen, select the report of your choice. Excel works best for eliminating PII before transmitting to other units.
13. Click “Run Report”
14. On the next screen, I highlighted only “Sexual Assault Prevention and Response” in the left hand pane and “No” in the right hand pane for “Task Current” to get a smaller report. This can be applied to ALL Mandated Training – A and all members by expanding the report.
15. Click Finish.
16. Click Open when the report is finished.
17. You now have a report of all those non-compliant with MT, with the next to last column designating the last completion date.

Field Unit Example: USCG Sector Sault Ste. Marie

1. Open CGBI home page at <http://cgbi.osc.uscg.mil/2.0/unit.cfm>
2. Type “mandated training” into the search box
3. Select “Mandated Training - Cat. A”
4. Click “Commandant (CG-00)” in the chain of command listing
5. Highlight all subordinate command layers (using the shift key)
6. Press “Continue”
7. Highlight only “Commandant (CG-09) in the chain of command listing.
8. Press “Continue”
9. Highlight only “CG LANTAREA” in the chain of command listing
10. Press “Continue”
11. Highlight only “CGD NINE” in the chain of command listing
12. Press “Continue”
13. Highlight only “Sector Sault Ste Marie” in the chain of command listing
14. Press “Continue”
15. Highlight all subordinate commands listed.

16. Press "Continue"
17. Press "Finish"
18. On the next screen, highlight Active, Reserve, and Civilian. Click Next.
19. On the next screen, highlight all applicable "salary plans". Click Next.
20. On the next screen, select the report of your choice. Excel works best for eliminating PII before transmitting to other units.
21. Click "Run Report"
22. On the next screen, I highlighted only "Sexual Assault Prevention and Response" in the left hand pane and "No" in the right hand pane for "Task Current" to get a smaller report. This can be applied to ALL Mandated Training – A and all members by expanding the report.
23. Click Finish.
24. Click Open when the report is finished.
25. You now have a report of all those non-compliant with MT, with the next to last column designating the last completion date.